

Department of Public Health and Human Services	<b>SECTION:</b> Agency
COMMUNITY SERVICES BLOCK GRANT	<b>SUBJECT:</b> Direct and Community Wide Services

The Administrative Rules of Montana, Subchapter 9 - Community Services Block Grants, allows HRDC's to provide emergency assistance in accordance with Section [37.2.907](#) (1)(b)(v) and (1)(c). Section 678F of the CSBG Act allows low-cost residential weatherization or other energy-related home repairs.

If CSBG funds are used to provide weatherization services to households, the household must be at or below 125% of the current federal poverty level (per 42 USC 9902). Such services must be included in the HRDC's work plan and approved by the Department.

If CSBG funds are used to provide direct services to households, the Department has determined that the household must be at or below 125% of the current federal poverty level (per 42 USC 9902). Such services must be included in the HRDC's work plan and approved by the Department.

A client file is required for each household provided with CSBG direct services. At a minimum, files must contain:

- a signed and dated agency intake form sufficient to record data required for ROMA (or another agency's form where income and household number are recorded),
- verification of income eligibility and household size,
- the date(s) and type(s) of assistance provided,
- grievance procedures,
- and **documentation** that custodial parents in single-parent families were informed about the availability of child support services and referred to appropriate offices.\*

\* Documentation is required for any custodial parent in a single-parent family that participates in programs, activities or services carried out or provided under the CSBG subtitle.

#### **Income Eligibility for General/Short-Term Services:**

For services with limited in-take procedures, where individual income verification is not possible or practical,, the eligible entities must generally verify income eligibility for services.

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Eligible entities can use a variety of methods to generally verify income eligibility for general/short term services like emergency food assistance including:

- Asking program participants income information at in-take
- Examining census data to demonstrate the percentage of residents that meet eligibility thresholds in the area, and
- Reviewing income information of existing and past clients in the state's Central Database System (CDS) that participated in programs that have already verified income.

It is often the case that these services are sought by individuals or families that have already accessed a service with more demanding income verification processes. Because eligible entities are required to enter such clients into CDS, they are able to track all services sought by a client within the network state-wide. Because CDS interfaces with a number of other state-wide databases including CHIMES (TANF and SNAP), CCUBS (State Child Care Database), HMIS (HUD Homeless Management Information System), and MASTS (Montana Aging Services Tracking System), eligible entities can retrieve income information for a vast number of individuals without having to go through the process themselves at that moment.

**Community-targeted Services:**

For services that provide a community-wide benefit like the development of community assets/facilities or building partnerships with other organizations), the eligible entities' must ensure services target and benefit low-income communities.

Eligible entities can examine census data to demonstrate the percentage of residents that meet eligibility thresholds in the area as well as local economic and infrastructure information about the demographic make-up of towns and neighborhoods.

Because CDS includes all eligible entity programmatic services and interfaces with a number of other state-wide databases including CHIMES (TANF and SNAP), CCUBS (State Child Care Database), HMIS (HUD Homeless Management Information System), and MASTS (Montana Aging Services Tracking System), eligible entities can retrieve income information for a vast number of individuals that sought services by a targeted geographical area.